

Polk State College

District Board of Trustees Rule

Rule Number	Rule Title	Effective Date
1.01	Board Membership and Organization	January 26, 2026

I. Purpose

The District Board of Trustees has adopted the following rule regarding Board membership and organization:

Membership of the Board is comprised of seven members and is established in accordance with Sections 1001.61-65 and 1004.70 of the *Florida Statutes*. Trustees are appointed by the Governor to staggered four-year terms and confirmed by the Senate in regular session. Trustees may be reappointed.

II. Board Membership and Organization

A. At the first regular meeting after July 1 of each year, the Board must organize by electing a Chair and Vice Chair. The Chair is to preside over all meetings, call special meetings, and attest to Board actions; the Vice Chair is responsible for acting in the absence or disability of the elected chair.

1. At the organizational meeting, the College President acts as Chair until the meeting is concluded.
2. By August 31, the *Report of Organization* must be uploaded on the Florida Department of Education website. The annual *District Board of Trustees Meeting Schedule* is published on the College's website (polk.edu). All approved minutes and agendas are posted on the College's website (polk.edu).
3. Upon election of the new Chair, the College is still permitted to use the facsimile signature of the former Chair for all legal purposes, including but not limited to checks and certificates, until a new facsimile signature with the name of the newly elected Chair is available.
4. If a vacancy should occur in the chair, the Board must proceed to elect a chair at the ensuing regular meeting or at a special meeting called for this purpose.

B. The College President serves as the Executive Officer and Corporate Secretary of the Board of Trustees and is responsible to the Board for setting the agenda for Board meetings in consultation with the Chair. The President also serves as the chief administrative officer of the College, and all the components of the institution and all aspects of its operation are responsible to the Board through the President.

- C. The Board of Trustees is constituted as a body corporate by the name of "The District Board of Trustees of Polk State College, Florida." In all suits against the Board of Trustees, service of process are to be made on the Board Chair, or in the absence of the Chair, the Secretary or designee of the Chair.

- D. In accordance with Article IV, Section 7, of the *Florida Constitution*, a member of the District Board of Trustees may be suspended by the Governor and/or removed by the Florida Senate.
 - 1. Trustees are provided the right to due process of law under the *Florida Constitution*, Article 1, Section 9.

 - 2. Grounds for dismissal may include malfeasance, misfeasance, neglect of duty, drunkenness, incompetence, permanent inability to perform official duties, commission of a felony, or failure to attend three consecutive meetings in a fiscal year.

History:

Adopted: December 23, 1974

Revised: July 28, 1976; September 23, 1991; April 25, 1994; January 22, 2007; February 25, 2013; June 24, 2019; January 27, 2020; and January 26, 2026.

State Statute(s): *Florida Statutes* 1001.64-65 and 1004.70; and the *Florida Constitution*

Related Procedure(s):

Related Documents:

Date of Last Review: January 26, 2026

 Signature	 Signature	01/26/2026
Cindy Baker Name	Angela Falconetti Name	
Responsible Administrator	President	Date